**2026 Spring/Fall into TDM**

**Chapter Event Proposal**

To strengthen local TDM communities and enhance member engagement, ACT is excited to collaborate with chapters to host in-person events that support professional development and advance our strategic goals. In 2026, we plan to host chapter-led events in the **Spring (February 23 – May 8)** in the **Fall (September 21 – November 20)**. We encourage each chapter to host at least one event during these windows, helping us provide more face-to-face engagement—an objective identified as a priority in ACT’s strategic plan.

Expanding chapter-hosted events will bring greater value to members, increase access to professional development (especially for those unable to attend national conferences), attract prospective members, and strengthen chapter programming. Additionally, these events present a financial opportunity, offering chapters new revenue streams to support ongoing initiatives such as programs, social events, and scholarships.

The proposal form below is designed to help your chapter plan a **Spring/Fall into TDM** event. ACT National aims to finalize all event plans by late Fall to allow time for sponsor outreach. A portion of sponsorship revenue will be distributed to participating chapters as part of the overall initiative.

What events fit within Spring/Fall into TDM?

There is significant freedom being provided to chapters to determine the type or types of events they would like to host during Spring/Fall into TDM. We encourage chapters to take the time to think about what would be of most interest to your chapter’s members, prospects, and stakeholders within your region.

Events that your chapter can consider include, but are not limited to:

* Single or multi-day Conferences/Summits providing sessions, keynotes, and other activities
* Workshops featuring in-depth learning on a specific topic
* Panel discussions on local TDM related issues
* Tours of local transportation facilities in connection with a larger event
* Experiences (bike rides, walks, ferry rides, etc. etc) in connection with a larger event
* A mix of these or something else altogether

All events should follow these guidelines:

* Must be in person, not virtual.
* **Identify holidays and school vacations or other events that may conflict with your preferred dates.**
* **Most aim for a minimum of 30 people in attendance**
* Include professional development, not just social and networking.
* Event revenue should cover all costs and preferably deliver a profit to the chapter.
* There should be a charge for members and non-member with a discount for members.

What can ACT help with?

* ACT will host a Spring/Fall into TDM website to promote all events
* ACT will create a webpage for each event, including a registration form and payment processing.
* Bring awareness to Spring/Fall into TDM with members and sponsors through the newsletters, emails, social media, and the website.
* Provide resource material to help chapters plan events (Chapter Handbook, Event Planning Guide, etc)
* **Oversee the marketing and branding campaigns**
* Host a monthly planning call for all chapters doing Spring/Fall into TDM events to answer questions and help guide you.
* Raise dollars for Spring/Fall into TDM events through National Sponsors of Spring into TDM.\* ACT will also work with chapters to identify value ranges for local sponsorships.
* **Have at least 1 ACT staff member onsite to assist with event needs.**

What Chapters should do:

* Talk to your chapters about the type of event you want to plan
* Create an outline and plan for your event
* Recruit volunteers to help plan and work the event
* Decide on and secure a location for your event – **Look for a member to host for free**.
* Pull together sessions and speakers for your event (if you are doing that type of event)
* Identify catering and A/V needs
* Identify and secure local sponsors for your event that are not already ACT National Sponsors\*. ACT can provide a list if needed.
* Promote your individual event within your TDM network

**2026 Spring/Fall Event Form**

1. Chapter:
2. Chapter contact for Event Oversight Committee to follow up with:
	1. Name:
	2. Company:
	3. Email Address:
	4. Phone:
3. What city do you intend to host your event in?
4. What type of location(s) are you thinking of hosting the event? *(i.e. name of hotel/facility, employer, or university)*
5. Your preferred event date (Be mindful of holidays and school breaks)
6. What is the purpose and goal of the event and how do you plan attract chapter members to attend?
7. Event Type (Lunch and Learn, One Day, Multi Day, Other)

1. Do you anticipate your event will need a hotel room block? (If yes, roughly how many room nights will be needed?):
2. Estimated Number of Attendees: \_\_\_\_\_\_\_\_
3. Provide an initial list of potential local sponsors for your event. ACT can provide a National Sponsor list of companies not to target if needed.
4. Chapter Event Budget
	1. *What expenses do you anticipate having?*
		1. *Fee for venue rental*
		2. *Catering (Food and Beverage, service fees, taxes)*
		3. *Keynote Speaker fee*
		4. *Program fees (tours, décor, etc)*
		5. *Onsite Materials (signage, name tags, bags, AV, etc)*
		6. *Marketing/Printing (flyers, etc)*
		7. *Awards*
		8. *Other*
	2. *Where will revenue for the event come from now that you know the expenses?*
		1. *Registration fees (members and non-members)*
		2. *Local Sponsorship and/or Exhibitors*
		3. *Other Revenue (Auction, Tours, etc)*

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| --- | --- | --- | --- |
| **Chapter Event Budget** | **Proposed Estimate** | **Updated Budgeted** (Due Once location is finalized) | **Final Budget** (One month out from event) |
| **Anticipated Expenses** |  |  |  |
| Venue (Room/facility rental) |  |  |  |
| Catering (food and beverage, service fees/taxes |  |  |  |
| Keynote speaker fee |  |  |  |
| Programming costs (tours, décor, etc) |  |  |  |
| Onsite Materials (signage, bags, AV, etc) |  |  |  |
| Marketing/Printing |  |  |  |
| Awards |  |  |  |
| Other |  |  |  |
| **Total Expenses** |  |  |  |
| **Anticipated Income** |  |  |  |
| Attendee Registration (# of attendees x Reg fee) |  |  |  |
| Local sponsorship and/or Exhibit fees |  |  |  |
| Other Revenue (Auction, tours, etc) |  |  |  |
|   |  |  |  |
| **Total Income** |  |  |  |
| **(Expenses – Income) Net Income** |  |  |  |

*\*Any Revenue generated from National Sponsorship will be divided out amongst participating chapters at the end of the events. It should not be included in Chapter Event Budget.*